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**PROPOSED ADMINISTRATIVE FUNCTIONS, TRANSPORTATION DIVISION
PROCUREMENT & SUPPLY OFFICE**

A. Personnel Administration

1. Prepares and maintains personnel records.
 - a. Employee file
 - b. Leave Record (Form 1137)
 - c. Time and Attendance Report (Form 1136)
 - d. Time and Attendance Report and Pay Roll Change Slip (Form 34-42)
 - e. Personnel Information Card (Form 37-6)
 - f. Request for overtime approval (Form 32-3)
 - g. Personnel Action Request (Form 37-3)
2. Maintains personnel relations records, such as contributions, welfare funds, etc.
3. Conducts preliminary employment interviews and refers applicants to division personnel.
4. Distributes pay checks and personnel forms.
5. Conducts training of new clerical personnel.
6. Prepares security check rosters.
7. Maintains Agency regulations and notices.
8. Conducts routine procedural studies.
9. Consolidates T/O requests and assists in the preparation of justifications.

B. Statistical Control

1. Assembles data for weekly activity reports.
2. Prepares monthly status reports for Agency components, indicating passenger and freight movement.
3. Compiles data regarding volume, cost, etc. of CIA passenger and freight movement and prepares analytical reports.

C. Office Administration

1. Contacts supply officers, prepares requisitions and procures office supplies and equipment.
2. Procures necessary office space from P&S Administrative Staff.

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D. Budgetary and Financial

1. Assembles prepared budget data for review by division chief. Completes budgetary forms.
 - a. Non personal services (Form 32-17)
 - b. Personal Requirements (Form 32-25)
 - c. Justification of Estimates (Form 32-23)
 - d. Summary by Object Class (Form 32-24)
2. Maintains Advice of Allotment Authorization (Form 32-5) and Uniform Chart of Allotment Accounts.
3. Receives carrier invoices and bills of lading and checks against travel and shipping case files for accuracy and proper billing.
4. Inserts travel authorizations, shipping requests and allotment account numbers in invoices and bills of lading.
5. Executes Transportation Vouchers and Cargo Payment Vouchers
6. Maintains accounts of invoices received, payments due, TR's issued and related data.
7. Contacts carriers to obtain refunds on unused tickets.

E. Mail and Registry

1. Logs all incoming and outgoing correspondence, communications, forms and documents by:
 - a. date
 - b. source
 - c. subject
 - d. destination
 - e. classification
 - f. suspense date
2. Maintains chronological cable files and dispatch manifests.
3. Distributes cable copies and prepares cable boards.
4. Receives receipts for outgoing classified material.
5. Inserts case file or shipping numbers in communications.
6. Checks outgoing material for proper addressing, packaging, necessary signatures, proper writing papers.
7. Maintains Top Secret control files and assigns Top Secret Control numbers.
8. Removes office copies from communications, correspondence, and documents for entry in file.

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9. Assembles material for pick-up by outside messengers and carriers.
10. Sorts incoming material and performs regularly scheduled and special messenger service throughout the division.
11. Maintains code designation files:
 - a. True name and code number
 - b. Code number cross index
 - c. Pseudonym or cryptonym and control numberand endorses division personnel on code designations used in communications.
12. Maintains alphabetical and chronological correspondence files and administers a file charge-out system.

F. Movement Control

1. Assigns control numbers and maintains passenger and freight movement control cards.
2. Maintains, assigns numbers to and charges out passenger and freight movement case files.
3. Answers inquiries regarding status of passenger and freight movements.
4. Inserts travel and shipping forms and documents in case files for proper routing.
5. Combines and packages travel and shipping documents and papers for routing to other Agency components.
6. Maintains domestic travel logs indicating:
 - a. Name of traveler
 - b. Destination
 - c. Mode of travel
 - d. Expenditure for travel
7. Prepares departure notices on basis of movement control cards.
8. Prepares summary data for statistical analysis.
9. Forwards shipping and travel files to overseas stations.